

# TRIPURA GAZETTE

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**PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA  
HEALTH AND FAMILY WELFARE DEPARTMENT**

**F.No.1 (5)-TBPE/2018-19**

**Dated, Agartala, the 06/01/2020**

## **NOTIFICATION**

**Sub: NORMS AND GUIDELINES FOR AFFILIATION  
OF PHARMACY INSTITUTIONS.**

## **Chapter-I**

### **DEFINITIONS**

1. "Affiliation" means formal enrolment of Diploma level institution recognized by Government of Tripura and approved by AICTE and PCI or any related body following prescribed curriculum /examination of Tripura Board of Pharmacy Education.
  2. "Affiliation Committee" means Affiliation Committee of the Tripura Board of Pharmacy Education
  3. "Chairman" means the Chairman of the Tripura Board of Pharmacy Education.
  4. "Secretary" means Secretary of the Tripura Board of Pharmacy Education.
  5. "Examination" means examination conducted by the Tripura Board of Pharmacy Education, Agartala, Tripura.
  7. "Affiliation fee" means charges payable by the institutions to the Board in connection with affiliation.
  8. "Institution" means Diploma level Pharmacy Institution.
  9. "No Objection Certificate" means a letter issued by appropriate authority at State Government Level.
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10. "LOI" means letter of intent issued by Government of Tripura.
11. "Approval" means Approval by AICTE and / or PCI or any related body.
12. "Session" means the period of twelve month duration normally July to Jun or as prescribed by the board time to time.
13. "Government Aided Institution" means an institution receiving grant in aid from the Union Government / State Government.
14. "Government Institution" means institution run by the Government of Tripura.
15. "Private /unaided institution" means an institution run by a Society / Trust duly constituted and registered under the provisions of Central / State Acts and not getting any regular grant-in-aid from any government source.
16. 'AICTE' means All India Council of Technical Education.
17. "PCI means Pharmacy Council of India.
18. "BOARD" means Tripura Board of Pharmacy Education.

## **CHAPTER—II**

### **NORMS FOR AFFILIATION**

1. The Board may affiliate following categories of institution in the State of Tripura.
  - i. Government or Government aided institution.
  - ii. Private unaided institution.
2. Applications for affiliation may be considered under the following categories:  
Provisional / Permanent affiliation to:
  - (I) Diploma in Pharmacy (Allopathy).
  - (II) Diploma in Pharmacy (Ayurveda)
  - (III) Diploma in Pharmacy (Homeopathy)

#### **A) Provisional affiliation:**

Those institutions which fulfil the essential conditions of the affiliation norms may be considered for Provisional affiliation for a period of three years subject to fulfilling all the norms and conditions of the Affiliation norms within this period. In case the institution(s) do not fulfill the norms and conditions of the affiliation due to some prudent reasons the Board may grant provisional affiliation for a period or further period of 1 year to 2 years subject to fulfillment of the conditions of affiliation in the extended period.

#### **(B) Permanent Affiliation:**

The institutions under run by the Govt.of Tripura are granted permanent affiliation required.

3. Any institution in the State which fulfill the following essential conditions (without which the application cannot be processed) can apply to the Board for affiliation:

- i. The institution seeking provisional affiliation with the Board must have prior recognition of the State Government, formal approval of AICTE and PCI or any regulated statutory bodies as per Govt of India.
- ii. The institutes should comply with the conditions/norms prescribed by AICTE and or PCI or any regulated statutory bodies as per Govt of India/ Govt. of Tripura.
- iii. In case of violation of rules or not fulfilling the essential conditions laid down by the Board, the affiliation will be cancelled by the Board.
- iv. Notwithstanding anything contained herein above, any Branch(es) or Unit(s) of an Institute/Group of Institute(s) affiliated/seeking affiliation to the Board shall not be deemed to be affiliated to the Board even if such main institute seeking Affiliation stands affiliated to the Board unless such Branches/Units apply afresh and are granted affiliation by the Board.
- v. Mere submission of application form for affiliation or its pendency with the Board shall not entitle any Institute to write to be affiliated to the Board nor will it resort to do anything in any manner which may create any wrong impression in the public mind to this effect.

**4. DATE FOR SUBMISSION OF APPLICATION**

1. Application in the prescribed form for affiliation may be sent to office of the Board throughout the year along with the prescribed fee and requisite documents.
2. However, the Affiliation Committee of the Board will scrutinize the application for affiliation twice in a year.

**5. NORMS AND STANDARD OF STAFF AND SERVICE CONDITIONS**

All Private/Govt. aided /Govt. Institutions must follow the norms and standard of staff and service conditions as laid down by AICTE and Pharmacy Council of India, besides the minimum requirements for salaries as laid down by the AICTE / PCI.

**6. FEES**

Tuition and other fees from students shall be charged by institution as per the direction/rules laid down by the Govt. of Tripura time to time.

**7. ADMISSION OF STUDENTS**

The admission of students shall strictly be as per the Rules laid down by the Govt. of Tripura/AICTE/PCI.

## **8. MISCELLANEOUS**

- I. The institute, seeking Board's affiliation or affiliated by the Board shall be open to inspection by the Inspection Committee /Academic Monitoring Committee Constituted by the Board as and when required.
- II. The institute shall supply information and returns called for by the Board/State Government within the prescribed time frame to the authority concerned, failing which affiliation likely to be cancelled /withdrawn.
- III. The building and furniture etc. of affiliated Institution shall be placed at the disposal of the Board for conducting any examination and spot evaluation free of charge. The Management and the Principal shall cooperate with the Board in the conduct of examinations and evaluation of scripts. If asked by the Board, the institute shall provide at least one examiner in each subject offered by the Institute and more than one, if more than 200 students have been sent for the examination. In case they fail to do so, the Board shall have the right to take appropriate action including disaffiliation of the institute. However, the size of the institute will be taken into account before such a condition is imposed in order to avoid disruption of academic work in the institute.
- IV. The institute shall maintain records of attendance of all students for the purposes of admission to the Board's examinations. The entries in these registers shall be properly checked at the end of each session and signed. The attendance registers shall be open to inspection by the officers/Members of the Board/Inspection Committee.
- V. The institutions shall take steps to see that teaching is strictly according to the syllabi prescribed by the Board.
- VI. Institution affiliated to the Board shall not, in general, send candidates for examination of any other Board/University.

## **9. BOARD'S EXAMINATIONS**

- i. It is mandatory for an institute affiliated to the Board to follow the examination bye-laws (GENERAL RULES FOR DIPLOMA IN PHARMACY EXAMINATIONS, IN THREE PARTS OVER AND ABOVE SOME EXAMINATION BOARD RULES AND AMMENDMENT PERTAINING TO THE RULES FOR EXAMINATION).
- ii. No affiliated institute shall endeavour to present a candidate /candidates not enrolled/registered in the Board to any of the institute or Board's examination.

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- iii. If the Board has reasons to believe that an affiliated institute is not following the above mentioned sub-section i & ii, the Board may resort to penalties\*\* as the rules provide.
- iv. Follow of academic calendar in respect of classes and institute examinations will be a binding on the affiliated institutes. Affiliated institute shall present a list of students and particulars, branch wise and year wise at the time of beginning of an academic session to facilitate their registration.
- v. All the dispute (if any) that arise shall be decided by Board.

#### **10. TRANSFER/SALE OF INSTITUTE.**

The Board would not allow any property transfer/sale of Institute by one Society/Management/ Trust to another Society / Management / Trust through agreement / sale deed. In case such transaction is effected explicitly or implicitly, the Board shall withdraw its affiliation with immediate effect.

- \*\* Summary disaffiliation for five years and forfeiture of fees, if any Re-affiliation is considered on merits after a fresh application is filed, it is to be noted that repetition of violation of Bye-Laws shall lead to permanent disaffiliation.

### **CHAPTER-III**

#### **SUBMISSION OF APPLICATIONS FOR AFFILIATION AND FOLLOW-UP ACTION**

- 1. Before applying the institute should ensure that it fulfils the essential requirements of affiliation as given in Rule 2 & 3 of CHAPTER-II. Application will not be considered without the essential requirements & requisite affiliation fee as specified in instructions.
- 2. On receipt of applications, the Board will examine the documents in the light of various conditions laid down in the bye-laws and in case it observes that the institute fulfils the essential conditions, an Inspection Committee will be appointed in order to assess the suitability of the institute for affiliation with the Board for the Branches applied for.
- 3. In case, on scrutiny of application, it is found that the institute does not fulfill the minimum conditions, it will be informed accordingly and no further action will be taken by the Board till the essential conditions are fulfilled to the satisfaction of the Board.
  - a. The inspection report along with observations of the office will be placed before the Affiliation Committee of the Board at its next meeting to decide whether the institute

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be granted affiliation, as the case may be. The decision about grant of affiliation will be communicated to the institute immediately after the approval of Affiliation Committee. In case of emergency, this power may, however, be exercised by the Chairman.

- b. EXTENSION OF PROVISIONAL/REGULAR AFFILIATION Request for extension of Provisional/Regular affiliation shall be made by the institute Authority by the middle of the preceding year in which the provisional affiliation expires.

#### **CHAPTER-IV** **WITHDRAWAL OF AFFILIATION** **(Provisionally Affiliated Institute)**

1. Affiliation may be withdrawn by the Board either in a particular branch or in all branches.
2. a. Proceeding for withdrawal of affiliation may be initiated by the Board in case the institute is found guilty of following after reasonable notices
  - i) Engagement in activities prejudicial to the interest of the State, inculcating or promoting feelings of disloyalty or dis-affection against the Government established by laws.
  - ii) Non-fulfillment of conditions laid down, failure to remove deficiencies, even after due notice.
  - iii) Disregard of rules and conditions of affiliation even after receiving warning letters.
  - iv) Poor academic performance of the institute for three consecutive years.
  - v) Non-availability of proper equipment/space/staff for teaching a particular subject.
  - vi) In case of transfer of property/sale of institute by one Society / Management / Trust to another Society/Management/Trust through agreement/Sale deed.
  - vii) Any violation of the norms that have been prescribed by the Hon'ble Supreme Court of India. Any activity on the campus against the dignity of an educational institute.
- b. "Once Provisional/Permanent/ Affiliation granted to the institute is withdrawn by the Board on establishment of serious irregularities which amount to cheating the Board / causing embarrassment to it, the Board may Black List such an institute and debar it from seeking re-affiliation in future.
3. The Board shall provide adequate time and opportunity to the Management of the institute served with a 'Show Cause Notice', upto a maximum of three months for adequate

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Compliance/removal of defects failing which the Board may declare the institution disaffiliated. Such decision by the Board shall be final and binding to the institute.

4. In case an institute seeks legal redressal from the Court against the decision of the Board the jurisdiction of the court of Law shall be Agartala only and not any other place.

**GUIDELINES TO INSTITUTION AND INSPECTION COMMITTEES REGARDING  
INSTRUCTION FOR  
PROVISIONAL AFFILIATION**

The institution awaiting inspection for approval should make available the following information/records/documents duly completed for inspection Committee. They will mention about these aspects in their Inspection Report:

- i. The constitution of the Society/Trust running the institution, copy of the certificate registration, names of the members of the Society/Trust with occupation and address (Affidavit regarding relationship among the members).
- ii. Composition of the Managing Committee. Names of the members of the Committee with occupation and addresses. Affidavits etc. with regards to relation of the members of the Managing Committee with each other be obtained and verified.
- iii. Service agreement with employee. Qualification, Salary paid to the staff, Scale of pay and allowances which should at least be at par with the norms laid down by AICTE.
- iv. Library facilities, Dimensions of the Stock Room and of the Reading Room, number of books with details regarding the cost of books, indicating also the different categories of the books.
- v. Laboratories/Workshops.. Dimensions and number of laboratories/workshops for the different Branches, equipment, apparatus and chemicals used in laboratory/workshops.
- vi. Statement of number of students year-wise and branch- wise also indicating student-teacher ratio.
- vii. Record of internal assessment of students.

Note:- The information regarding the above items should be prepared by the proper authorities for handing over to the Inspection Committee (two folders) which will forward a copy of the same along with the report in duplicate to the Board.

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**INSTRUCTIONS AND PROCEDURE FOR APPLICATION FOR APPROVAL OF  
PROVISIONAL AFFILIATION  
OR  
EXTENSION OF PROVISIONAL AFFILIATION**

Please read the following instructions and procedures carefully before you start filling the form.

1. Please read the Affiliation Bye Laws carefully before applying.
2. Following types of Institutes are eligible for affiliation with Tripura Board of Pharmacy Education, Agartala, Tripura (TBPE):-
  - a. Government Institute or Government aided.
  - b. Private, unaided Institute.
3. Application may be submitted for the following:
  - a. Provisional affiliation from Tripura Board of Pharmacy Education, Agartala, Tripura (TBPE).
  - b. Provisional affiliation for additional courses, applicable in case of Institute already affiliated from Tripura Board of Pharmacy Education, Agartala, Tripura (TBPE).
  - c. Extension of Provisional Affiliation in case of already SBTE affiliated Institute.
4. It may be ensured that the Institute is fulfilling the following essential conditions, otherwise the application is likely to be summarily rejected.
  - a. Approval letter from AICTE and PCI.
  - b. Availability of well qualified staff as per qualifications detailed in AICTE/PCI NORMS AND /PCI GUIDELINES.
  - c. Payment of salaries to staff not less than the corresponding categories of employees as stated in AICTE /PCI.
  - d. In case of Private unaided Institutes, the Institutes must be established by Societies registered under the Societies Registration Act 1860 of the Government of India or under Acts of the State Governments as Educational, Charitable or religious societies having non-proprietary character or by Trusts.
  - e. Affiliation fee is to be deposited separately by Demand Draft drawn in favour of Secretary, Tripura Board of Pharmacy Education, Payable at Agartala.
5. Application in the prescribed form may be sent to office of the Board by the end of previous year along with the prescribed fee as per advertised date by T.B.P.E.



**NOTE:**

- i. The T.B.P.E. will not be responsible for any consequences if the classes are started without proper affiliation etc. by the TBPE, Agartala.
- ii. In case of any dispute(s) regarding the withdrawal or not granting affiliation or any other matter pertaining to up gradation and or any matter arising in respect of anything pertaining to affiliation with any Institute and or any other person. Society, company or organization, the courts and tribunals at the Agartala shall have the exclusive jurisdiction to entertain such disputes.
- iii. A Scanned copy of Affidavit to be attached to the effect that the Institute is not sponsoring candidates for Board's Examination of any other Institute/Branch, which is not affiliated to the Board.
- iv. A scanned copy of Affidavit to be attached to the effect that the Institute/applicant is not running and/or managing any other Technical/Professional Institution which is approved/not approved in premises on sharing basis. If so, please given the name of the program/courses being conducted.
- v. The students has to register their name and collect the registration certificate by producing the attested copy of the migration certificate, marksheets, certificates as per the eligibility of their regulating bodies.

**AFFILIATION FEES**

1. Provisional Affiliation Fee Rs. 1.50,000/- (One Lakh fifty thousand) for only private Institution.
2. Annual Examination charge to be paid by private/unaided Institution to the Board is Rs.3,50,000/- (Rupees three lakh fifty thousand) for students upto 100.
3. Introduction of additional course/branch/intake fee Rs. 20,000/- (Twenty Thousand only) (per branch) only for Private Institute/unaided Institute.
4. Extension of Provisional Affiliation fee Rs. 1,50,000/- (Rupees One Lakh Fifty thousand)only for Private Institute.
5. Rs.1000.00 (One Thousand only) as registration fee for the each student.
6. Fee as prescribed /notified by Govt. of Tripura shall have to be paid by students for undergoing compulsory internship training of 750 hours spread over a period of three (03) months, in a hospital of Govt. of Tripura.

**Note:- All the fee will be revised time to time as per the decision of the TBPE.**